

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

4-44

☐ Other ☒ Amendment Number:

000002

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 05/30/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Worshop

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

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Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 12/01/2012 To 05/30/2014

Comments:

Technology transfer support for workshop planning & coordination

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

12/16/2008 To 05/30/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Abby Waits

(Signature)

(Date)

Branch/Mail Code:

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Project Officer Name Melissa Revely-Wilson

(Signature)

(Date)

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Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Camille W. Davis

(Signature)

(Date)

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PERFORMANCE WORK STATEMENT

EPA Contract Number: EP-C-08-010

Contractor: Scientific Consulting Group, Inc. (SCG)

EPA Work Assignment Number: 4-44, Extension

TITLE: Technology Transfer in Support of Research and Development for Innovative Solutions to Water Challenges

PERIOD OF PERFORMANCE: Date of Issuance through May 30, 2014

BACKGROUND

Innovative technologies hold the key to cost-effective, timely solutions that protect human health and minimize adverse environmental effects. EPA's National Risk Management Research Laboratory (NRMRL) is providing support for water technology collaboration and transfer at EPA Cincinnati to advance the research, development, and deployment (RD&D) of innovative technologies. EPA Cincinnati's goal is to promote innovation in the national water technology sector through research and development, collaboration between internal and external partners, cluster support, technology transfer, and facilitation of intellectual property identification and protection. The outcomes will help EPA and the nation meet the needs identified in the EPA Drinking Water Strategy, Safe Drinking Water Act and Amendments, and Clean Water Act, as well as address other important water challenges, such as infrastructure, stormwater, nutrients, and wastewater management. These activities fall under the EPA Office of Research and Development's (ORD's) Research Action Plan for Safe and Sustainable Water Resources.

Beginning in 2010, EPA Cincinnati took the lead for a program that helped catalyze a public-private partnership focused on environmental technology innovation and commercialization. This charge follows the priorities of the EPA Administrator and the Agency's Chief Financial Officer to develop and deploy innovative environmental technologies in a manner that results in economic growth while protecting human health and the environment. These efforts are being accomplished in part through the collaborative efforts of *Confluence*—a regional Water Technology Innovation Cluster (WTIC) in the Ohio River Valley Region (Southwestern Ohio, Northern Kentucky, and Southeastern Indiana).

In addition to advising *Confluence* on environmental technology issues, EPA is working collaboratively with stakeholders in the region and nation-wide to provide research and insight for advancing improved environmental technologies and practices from proof-of-concept to development and implementation. As part of these efforts, EPA NRMRL has identified a need for informational workshops, webinars, and other activities to provide clarity on the needs and challenges that drive technology innovation; build opportunities for collaborative approaches to technology RD&D; and assist with the transfer of technologies from laboratory to implementation.

PURPOSE

The purpose of this Performance Work Statement (PWS) is to define the steps that will be needed to provide technology collaboration and transfer support for workshop planning and coordination for the remaining workshop as outlined under the PWS for WA 4-44 related to EPA's role in advancing technology RD&D and coordination with *Confluence*.

TASK DESCRIPTIONS

The contractor shall furnish all personnel, material, equipment, and services necessary to perform the work outlined in the following tasks and subtasks.

TASK 1: Prepare Work Plan

The contractor shall prepare a work plan and cost estimate in accordance with the terms and conditions of the contract. The contractor's work plan should contain a break-out clearly specifying estimates (LOE, ODCs, etc.) associated with performing each of the tasks outlined in this PWS. Additionally, the contractor's work plan should contain a breakout of LOE/costs per meeting for the last remaining meeting outlined in Task 2 and associated subtasks.

TASK 2: Meeting Logistical Support

In support of EPA's role in the water technology cluster and other related activities, EPA will be conducting workshops, forums, and meetings to engage stakeholders, build collaborative relationships, and convey information related to technology research, development and implementation. The contractor shall provide logistical and technical meeting support for one remaining meeting carried over from WA 4-44 for a period of performance through May 30, 2014.

The meeting is planned to be held in February-April 2014 (exact dates TBD) and will last up to one day. The meeting facility/location is TBD, however, the meeting will take place in or near Cincinnati, OH. The meeting may include up to 100 participants. Meeting facilities will be provided by EPA or a cosponsor at no cost to EPA. The following subtasks 2.1 through 2.6 outline meeting support that may be required for this meeting.

Oversight of coordination for the meeting will be provided by the EPA WA COR once a contractor work plan has been approved. The EPA WA COR shall receive copies of all deliverables under these tasks. Once confirmed, date(s), topic, facility/location and specific logistical support needed (from among the following subtasks) for the meeting will be provided to and/or confirmed with the contractor via written technical direction from the EPA WA COR.

TASK 2.1: Meeting Planning

The contractor shall participate in conference calls with the EPA WA COR and other planning group members. The contractor shall help synthesize and formulate meeting topics, agendas, and recommendations for expert speakers. The contractor shall also participate in periodic calls (approximately twice per week) with the EPA WA COR and/or EPA technical lead(s) to discuss progress and relevant technical issues related to the work assignment tasks.

TASK 2.2: Pre-Meeting and Registration Materials

The contractor shall develop draft and final agendas, announcements/invitations, speaker guidelines, logistical information sheets, and other materials as needed. The contractor shall provide draft versions of all materials to the EPA WA COR for review and approval. Final electronic copies shall be sent in source file format (e.g., MSWord 2007) and *.pdf. As necessary, the contractor shall develop 508 compliant .pdf files or .html versions of final materials for inclusion on a registration web site or other sites. In some cases, the contractor shall be responsible for uploading these materials to a registration web site or other related web sites, as access permits.

The contractor shall compile a spreadsheet or mailing list of potential meeting invitees or participants. These lists shall include potential participants as provided by EPA; the lists may also include potential participants researched and identified by the contractor based on criteria supplied by EPA. The contractor shall distribute

(via email) electronic invitations, agendas, logistical materials, and other pre-meeting informational materials to potential participants.

The contractor shall develop an on-line registration system for tracking responses and registrant information for each meeting. The on-line system shall also include agendas, and other meeting or logistical information. The contractor shall make regular updates to the system to reflect changes in the agenda, schedule, logistics, etc., and shall post meeting-related announcements as available. The system may be linked to EPA or other relevant web sites as identified by the EPA WA COR. The contractor shall also manually enter responses into the registration system as needed. The contractor shall track responses to meeting invitations and monitor on-line registration, and shall provide the EPA WA COR with regular updates on registration and responses. The contractor shall handle or provide the EPA WA COR with materials to handle walk-in (non-preregistered) participants onsite at the meetings.

TASK 2.3: Meeting Folders, Name Badges, and Other Materials/Handouts

The contractor shall prepare minimal handouts and materials to distribute to meeting participants. Handouts may include copies of final agendas, participant lists, and additional materials as needed. EPA would like to go as paperless as possible when planning and coordinating the meeting. The contractor shall be prepared to upload all meeting materials to the workshop registration site and/or to provide materials to EPA for uploading on other web sites prior to the meeting. Following the meeting, the contractor shall ensure that all final copies of post-meeting materials are made available to participants via the on-line registration web site or some other mechanism.

If required, the contractor shall provide meeting folders containing copies of available agendas, participant lists, presentations, abstracts, evaluation forms, other newsletters or handouts, etc., as determined by the EPA WA COR. The contractor shall design and produce labels or covers for the folders. The contractor shall copy materials to be included in the folders; however, in some cases, EPA may provide materials that should be added to the folders.

The contractor shall develop name badges, exhibitor lists, directional signs, table tents, onsite registration lists and forms, sign-up sheets, evaluation forms, and other registration- and meeting-related materials, as needed. The contractor shall provide services for design and production of meeting-specific artwork and graphics to use on web sites, name badges, agenda, signage, posters, presentation templates, etc. The contractor shall provide copies of draft artwork and graphics to the EPA WA COR for approval before final production.

As needed, the contractor shall ship meeting materials to the EPA WA COR or designated contact at the meeting facility in advance of the meeting. The contractor shall track shipment of materials to ensure they arrive safely and in good condition to the designated EPA or facility addressee. The contractor shall provide return shipping information and supplies in the event that any materials need to be returned to the contractor by the EPA WA COR.

TASK 2.4: Speaker Arrangements

The contractor shall provide some support to identify and contact potential speakers or contact speakers suggested by the EPA WA COR. The contractor shall engage in discussions with speakers to determine willingness to participate and confirm availability, as needed. The contractor shall provide written (email) guidance to and contact speakers for submission of electronic presentation materials (i.e., PowerPoint slides), abstracts, and short biographies as needed.

Once presentations and other speaker materials have been received, the contractor shall reformat as necessary for copying, uploading and distributing (or posting on web sites). The contractor shall make all speaker

presentations available to the EPA WA COR or EPA technical lead(s) prior to the start of the meeting via CD-ROM or other appropriate electronic media (USB drive), or through email and/or an Internet file-sharing platform. The contractor shall notify speakers who do not submit their presentations prior to the meeting to bring a copy of their electronic file to the meeting.

TASK 2.5: Meeting Evaluation Reports

The contractor shall prepare a brief summary report of comments received on evaluation forms from meeting participants. The completed evaluation forms will be collected by the EPA WA COR and copies will be mailed to the contractor. The contractor shall provide an electronic copy of the source file (e.g., MSWord 2007) for the summary evaluation report to the EPA WA COR and EPA technical lead(s) within two (2) weeks from receipt of copies of the completed evaluation forms from the EPA WA COR.

TASK 2.6: Post-Meeting Support

Within one (1) week of the conclusion of the meeting, the contractor shall prepare and forward the following deliverables to the EPA WA COR and EPA technical lead(s): one (1) CD-ROM (or other appropriate electronic media) containing the final post-meeting participants list (updated based on actual attendees and walk-in registrants), final versions of all agendas (formatted), final speaker and/or participant biographies (formatted), electronic copies of posters displayed at the workshop, sign-in sheets, presentation templates (formatted), onsite walk-in registration forms, and any other final materials from the meeting. The contractor shall assure post-meeting materials are updated and posted on the event registration web site as applicable.

DELIVERABLES AND PROJECT SCHEDULE

All deliverables shall be submitted to the EPA WA COR according to the following schedule.

TASK 1: Prepare Work Plan	
Work plan due	In accordance with the contract clauses
TASK 2: Meeting Logistical Support	
On-going through 5/30/14	
Subtask 2.1: Meeting Planning	On-going through 5/30/14 per technical direction from EPA WA COR
Subtask 2.2: Pre-Meeting and Registration Materials	On-going through 5/30/14 per technical direction from EPA WA COR
Subtask 2.3: Meeting Folders, Name Badges, and Other Materials/Handouts	On-going through 5/30/14 per technical direction from EPA WA COR
Subtask 2.4: Speaker Arrangements	On-going through 5/30/14 per technical direction from EPA WA COR
	CD-ROM (or other media) containing 508 compliant presentations and other materials due within two (2) weeks from the conclusion of the meeting
Subtask 2.5: Meeting Evaluation Reports	Summary evaluation report due two (2) weeks from receipt of evaluation forms from EPA WA COR
Subtask 2.6: Post-Meeting Support	One (1) CD-ROM (or other media) containing final copies of participants list, agendas, biographies, posters, sign-in sheets, presentation templates, walk-in registration forms, and any other materials due within one (1) week from conclusion of meeting

DELIVERABLE ACCEPTANCE CRITERIA

The following deliverable acceptance criteria will be used to assess deliverables submitted under the tasks of this PWS.

All deliverables shall be submitted to the EPA WA COR according to schedule and in appropriate formats as outlined in the PWS. All electronic materials should be complete and of high production quality. Reports shall be edited by a technical editor prior to submission to the EPA WA COR. All electronic materials shall comply with Section 508 of the Rehabilitation Act, as well as any other standards or guidance provided through written technical direction from the EPA WA COR.

SPECIAL REPORTING

The contractor's Monthly Progress Report shall include a detailed description of any technical direction issued by the EPA WA COR and accepted by the contractor. The contractor shall maintain a list of all accepted technical direction issued during the work assignment. The contractor's Monthly Progress Report shall also include a break-out of cumulative costs (LOE, ODCs, etc.) associated with performing each of the tasks outlined in this PWS.

MANAGEMENT CONTROLS

Technical direction will be provided by the EPA WA COR throughout performance of the PWS. Periodic meetings between the EPA WA COR and contractor are encouraged to discuss any questions that may arise during the performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical lead(s) for this work assignment. Interaction between the contractor and any EPA technical lead(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results or presentations related to this work assignment. The interaction will be technical communication, not technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

In all meetings, conferences, symposia, etc. participated in as a part of satisfying the terms of this work assignment, contractor personnel shall be clearly identified through the use of name badges that indicate their corporate affiliation. Contractor personnel shall clearly identify themselves as contractors when contacting workshop participants, speakers or other individuals or organizations during the performance of this effort.

The contractor shall ensure that the work done under this project does not contain any real or apparent personal or organizational conflicts of interest.

The contractor shall maintain the confidentiality of any confidential business information collected as part of this effort.

The contractor shall comply with Government Printing Office guidelines during the performance of this effort.

The contractor shall comply with Paperwork Reduction Act guidelines during the performance of this effort.

The contractor shall inform the EPA WA COR verbally or in writing within two (2) business days if any significant problems arise, as well as any corrective actions and potential impacts on project deliverables, costs, etc.

TRAVEL

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the proposed travel dates as identified by the EPA WA COR via technical direction. The contractor is not expected to participate onsite at meetings outlined in this PWS.

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